

15 April 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 23

SUBJECT: Appointment of Administrative Assistant

25X1A

1. [REDACTED] is appointed Administrative Assistant to the Chief and Deputy Chief, Central Planning Staff. She is required to represent this office in contacts with Branches of the Planning Staff and with other offices of the C.I.G. on matters pertaining to administration, personnel, distribution of correspondence, typography, correspondence form, etc. She arranges appointments and conferences for this office on administrative problems. She maintains the administrative records and files of this office.

25X1A

[REDACTED]  
Acting Chief, Central Planning Staff

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